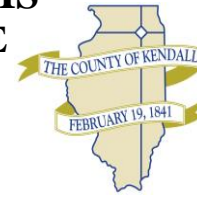


**COUNTY OF KENDALL, ILLINOIS
BUDGET & FINANCE COMMITTEE
COUNTY OFFICE BUILDING
County Board Room 210
111 W. Fox Road, Yorkville IL**



**MEETING AGENDA
Thursday, February 13, 2020 at 5:00p.m.**

- 1. Call to Order**
- 2. Roll Call:** Matt Kellogg, Amy Cesich, Scott Gryder, Audra Hendrix, Matthew Prochaska
- 3. Approval of Agenda**
- 4. Forwarding for Approval of Claims**
- 5. Department Head and Elected Official Reports**
- 6. Items from Other Committees**
- 7. Items of Business**
 - *Discussion of Administration Staffing*
 - *Discussion of 2020 Email Migration to Office 365*
- 8. Public Comment**
- 9. Questions from the Media**
- 10. Action Items for County Board**
- 11. Items for Committee of the Whole**
- 12. Executive Session**
- 13. Adjournment**

If special accommodations or arrangements are needed to attend this County meeting, please contact the Administration Office at 630- 553-4171, a minimum of 24-hours prior to the meeting time

Kendall County Job Description

TITLE: Part-Time Administrative Assistant
DEPARTMENT: Administrative Services
SUPERVISED BY: Deputy County Administrator
FLSA STATUS: Non-Exempt
APPROVED: TBD

I. Position Summary:

Provides administrative and clerical support to the Administrative Services Department and County Board.

II. Essential Duties and Responsibilities:

- A. Provide administrative assistance to Administrative Services with the general affairs of the department and special assigned projects, as assigned by the County Administrator, Deputy County Administrator and/or County Board members.
- B. Answer incoming telephone calls/walk ins - provide general information to the public
- C. Complete State-mandated training and serve as a Freedom of Information Act Officer for Administrative Services, departments reporting to County Administrator and County Board
- D. Type, send and file letters and informational lists for distribution
- E. Update certain County website pages
- F. Distribute mail and run postage machine
- G. Order office supplies and inventory
- H. Assist with processing, tracking and filing accounts payable invoices
- I. Assist with collecting data, developing reports and completing special projects
- J. Handle confidential matters relating to Kendall County Administrative Services and Kendall County committees
- K. Assist with general filing of Administrative Services and County Board documents.
- L. Electronically record and prepare minutes for County Board committee meetings
- M. Type and post agendas, compile meeting packets, communicate with the internal and external stakeholders regarding public notices
- N. Assist in preparation of Excel spreadsheets
- O. Assists with public relations and social media accounts
- P. Complies with all applicable federal and state laws and regulations regarding or relating to assigned job duties
- Q. Maintains regular attendance
- R. Other duties as assigned

III. Supervisory Responsibilities:

This job has no supervisory responsibilities.

IV. Qualifications:

To perform this job successfully, an individual must be able to perform all essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required for the position.

A. Skills, Knowledge and Abilities:

- The person should have strong organization skills and be able to communicate effectively both orally and in writing with staff and the general public.

Kendall County Job Description

- The ability to listen, understand information and ideas and work effectively with the public, employees, outside entities, vendors, and the County's elected officials in both a one-on-one and group settings.
- The ability to independently complete projects and follow guidance.
- Requires skill in operating a personal computer, facsimile machine, copier, and other office equipment
- Computer knowledge of MS Office Suite

B. Work Standards and Best Practice Guidelines:

- Adheres to all work and safety policies.
- Attends training and other meetings.
- Organizes workload to respond to all requests efficiently.

C. Education and Experience:

- A minimum of a high school diploma or general education degree (GED);

VI. Physical Demands:

While performing the duties of this job, the employee must be able to:

- Frequently sit for long periods of time at desk or in meetings;
- Occasionally walk to other offices in the County Office Building and other County buildings (e.g., Kendall County Courthouse);
- Frequently lift and/or move up to 10 pounds;
- Occasionally lift and/or move up to 40 pounds;
- Use hands to finger, handle, or feel;
- Reach, push and pull with hands and arms;
- Bend over at the waist and reach with hands and arms;
- Climb stairs and ladders and balance;
- Stoop, kneel, crouch, and/or crawl;
- Talk and hear in person and via use of telephone;
- Specific vision abilities include close and distance vision, depth perception;
- Travel independently to other County office buildings and other locations in Kendall County to perform assigned job duties.

V. VII. Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is subject to the following working conditions:

- Mostly inside environmental conditions except when outside traveling between various buildings/location in Kendall County to perform assigned job duties.
- The noise level in the work environment is usually quiet to moderately quiet.
- Employee may be exposed to stressful situations while working with staff, law

Kendall County Job Description

- enforcement, department heads, elected officials, vendors, and the public.
- Employee may be required to provide own transportation to travel to and from meetings, training, conferences, etc.
 - Employee must be able to perform all assigned job duties during normal business hours and outside of normal business hours.

By signing my name below, I hereby affirm that I received a copy of this job description.

Employee Receipt Acknowledgement & Signature	Date

Signature of Supervisor	Date

cc: personnel file, employee

Waubonsee Community College
Off-Campus Federal Work-Study Agreement

Brief Description of Work to Be Performed

- A. Answer incoming telephone calls/walk ins - provide general information to the public
- B. Type, send and file letters and informational lists for distribution
- C. Update certain County website pages
- D. Distribute mail and run postage machine
- E. Order office supplies and inventory
- F. Assist with collecting data, developing reports and completing special projects
- G. Handle confidential matters relating to Kendall County Administrative Services and Kendall County committees
- H. Assist with general filing of Administrative Service and County Board documents.
- I. Electronically record and prepare minutes for County Board committee meetings
- J. Type and post agendas, compile meeting packets, communicate with the internal and external stakeholders regarding public notices
- K. Assist in preparation of Excel spreadsheets
- L. Assists with public relations and social media accounts
- M. Other duties as assigned

Total Number of Students to Be Employed

One (1)

The Hourly Rates of Pay

\$10.50/hour – 10.75/hour

The Average Number of Hours per Week each student will be used

20 hours per week

Administrative Services
 New FY20 Salary & Benefit Costs
 2/13/2020

<u>PT Admin Assistant</u>	<u>Waubensee Student</u>
5 hrs day x <u>5 days a wk</u> 25 hrs week	20 hrs week
25 hrs wk x <u>52 wks yr</u> 1300 hrs yr	20 hrs week x <u>52 wks yr</u> 1040 hrs yr
1300 hrs yr x <u>\$15/hr</u> \$19,500 annual	1040 hrs yr x <u>\$2.625/hr</u> 25% of \$10.50 hr \$2,730 annual
\$ 1,814 Annual IMRF 1,492 Annual FICA <u>\$ 3,305</u> Total Annual Benefits	
\$ 19,500 Annual Salary 3,305 Annual Benefits <u>\$ 22,805</u> Total Cost	<u>\$2,730</u> Total Cost
	\$25,535 Combined Annual Cost

FY20 Pro-rated Salaries & Benefits

\$19,500 annual <u>0.75</u> Mar-Nov <u>\$14,625</u> FY20 Pro-rated Salary	\$2,730 annual <u>0.75</u> Mar-Nov <u>\$2,048</u> FY20 Pro-rated Salary
1,360 FY20 pro-rated IMRF <u>1,119</u> FY20 pro-rated FICA <u>2,479</u> FY20 pro-rated Benefits	
FY20 PT Admin Assistant - Salary \$ 14,625 FY20 PT Admin Assistant - Benefits <u>2,479</u> Total Cost <u>\$ 17,104</u>	<u>\$2,048</u> Total Cost
	\$19,152 Combined Pro-rated Cost